

SAC

84-2837

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

		EXTENSION	NO.	STAT
Chief, Career Trainee Division, OTE 202 CofC		DATE	19 September 1984	STAT
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED		
1. Executive Officer, OTE	9/20	CB	<p>Attached is a draft letter for the Director to send to career trainees upon the completion of the Career Training Program. Our plan is to present these to the career trainees along with their certificates of program completion. If you agree, we will send you the completed letters for each class (four per year) so that the auto-pen can be used for signature. For your information, we anticipate that there will be about <input type="text"/> career trainees graduating from the program each year.</p>	
2. Executive Officer, DDA 7D18 Hqs	24/9	EW		
3. Special Assistant to the DCI (Bill Devine) 7E12 Hqs	11 OCT 1984	✓		
4. Executive Secretary/DCI 7E12 Hqs	9/12	R		
5. DDA Reg				
6.			STAT	
7. C/ETD/OTC			STAT	
8.			To 7: Pls do so.	
9.			STAT	
10.				
11.				
12.				
13.				
14.				
15.				



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Central Intelligence Agency



Washington, D.C. 20505

Dear

It is a pleasure to present to you the enclosed certificate. Your successful completion of the Career Training Program highlights the beginning of your career with the Central Intelligence Agency. I anticipate that it will be one of many highlights--all of which will result from your individual effort and from your activities as a member of the overall team.

You have heard, I hope, of my personal commitment to the Agency's search for excellence. The excellence we seek, which should be represented in all our activities, can come only from the excellence of our personnel--in terms of their performance, their integrity, and their commitment to the Agency mission. Your future contributions will be vital to the maintenance of our high standards.

Congratulations on your good beginning, and best wishes for your future.

A handwritten signature in dark ink, appearing to read "William J. Casey".

William J. Casey

Director of Central Intelligence